

Department of Energy

Official File

Bonneville Power Administration
P.O. Box 3621
Portland, Oregon 97208-3621

ENVIRONMENT, FISH AND WILDLIFE

February 25, 2004

In reply refer to: KEWB-4

Dear Fish and Wildlife Contractors and Sponsors,

Over the last year, the Bonneville Power Administration's (BPA) Division of Fish and Wildlife has been engaged in a major effort to improve its project and contract management. We believe, and have heard from our contractors and other regional stakeholders, that great potential exists to gain efficiencies in the implementation of the Fish and Wildlife program. We appreciate the time and energy that many of you have spent working with us, helping us shape policies and procedures that best meet our mutual goals. Your contributions have already brought about significant changes in the program, and our discussions have revealed many opportunities for continuing improvement.

Initially, efforts centered on ensuring adequate oversight of contract expenditures, standardizing contract implementation by BPA project managers, and supporting financial reporting requirements. Based on the feedback we received from contractors and stakeholders during the workshops we've held over the past year, we have broadened our focus to include not just contracting procedures, but all aspects of program implementation, including project management, internal organizational structure, roles and responsibilities, reporting, data tracking, and communication. BPA management has assembled a team of project managers to gather ideas, analyze possibilities, and propose solutions in these areas. We have adopted the title "Process Improvement Initiative" to describe this very important project.

We recognize that the Process Improvement Initiative will not be successful without the involvement of our contractors, sponsors, and other stakeholders. You have a critical role to play. We need you to help us define what success should look like, and to work with us to determine how we can get there together. There are many ways you can participate in this effort:

- 1) Take our Process Improvement contractor survey, which will be sent to all contractors within the next month. You will be asked to rate your level of satisfaction with current project management procedures, as well as suggest specific ideas for innovation and improvement.
- 2) Stay informed about the Process Improvement Initiative by attending workshops, receiving email updates and other correspondence from the Process Improvement Team, checking our website at http://www.efw.bpa.gov/cgi-bin/FW/Info_For_Fish_Wildlife_Contractors.cgi.

- 3) Volunteer to take part in our Process Improvement Team on a regular (bi-monthly) or ad hoc basis, via conference call, email, videoconference, etc. Collaborate with us as we explore, develop, and implement more efficient, innovative models for fish and wildlife project management. If you are interested, please contact Molly Moreland at 503-230-3501 or email her at mrmoreland@bpa.gov. Important: We'd like to start talking with you as soon as possible, so please respond without delay.
- 4) Provide feedback, offer suggestions, and ask questions at any time. In light of tight travel budgets, we can find innovative ways to work together, even if we can't meet face-to-face all of the time. You may contact Molly Moreland at 503-230-3501 or mrmoreland@bpa.gov.

Thank you for your interest in BPA's Process Improvement Effort. Working together we can improve our project management processes so that they best support work on the ground. We look forward to your assistance and ideas.

Sincerely,

Scott R. Hampton
Manager, EF&W Business Operations Support